
**A RESOLUTION AUTHORIZING A ONE-TIME AMENDMENT TO THE
EMPLOYEE MANUAL FOR VACATION BUYBACKS TO NON-
REPRESENTED EMPLOYEES**

RECITALS:

1. Two of the Collective Bargaining Agreements have December-based holiday pay provisions. The police members have a "holiday bank," and the fire members are entitled to a "one-time holiday draw."
2. The Public Works members, in their November paychecks, received a one-time "signing" bonus of \$275.00.
3. For parity purposes and because several non-represented employees are facing the possibility of losing vacation time because of various reasons that they are unable to use it, a vacation buyback would address these issues.

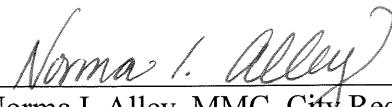
THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

The City hereby adopts this one-time vacation buyout and thus amends the Employee Handbook under the "Vacation Benefit" section to read as follows:

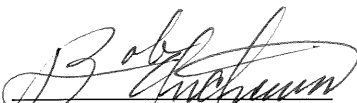
"A one-time vacation buyback will occur in the payroll for December, 2013, for non-represented employees. The vacation buyback carries a maximum payout of 80 hours, and a minimum of 40 accrued hours must remain after the payout. Employees electing such payout will make the request on their timesheets accordingly. All requests will be approved by Department Heads."

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: December 17, 2013.

ADOPTED by the City Council of the City of Newberg, Oregon, this 16th day of December 2013.


Norma I. Alley, MMC, City Recorder

ATTEST by the Mayor this 19th day of December, 2013.


Bob Andrews, Mayor